

December 23, 2005

MEMORANDUM TO: Timothy F. Hagan, Director
Office of Administration

FROM: Mark J. Flynn, Director */RA/*
Division of Administrative Services
Office of Administration

Sharon Stewart, Acting Director */RA/*
Division of Facilities and Security
Office of Administration

SUBJECT: U.S. GOVERNMENT PURCHASE CARD CHANGES FOR THE
DIVISION OF ADMINISTRATIVE SERVICES AND DIVISION OF
FACILITIES AND SECURITY

Please approve the following changes for the Division of Administrative Services and Division of Facilities and Security purchase card approving officials:

- Remove Dennis Turner as the approving official for the purchase cards currently held by Pam Baer, Renea Bailey, Steve Eslin, Shawn Healy, Bob Miller, and Reggie Stansbury.
- Delegate Cynthia Marcy as the new approving official for the above cardholders. Ms. Marcy is currently the alternate approving official for these individuals.
- Remove James Heck as the approving official for the purchase card currently held by Joanna Lilley.
- Delegate Dennis Turner as the new approving official for Ms. Lilley.

Please let us know if you have questions about this request.

cc: Betty Freeman, ADM
Pam Baer, ADM (cardholder)
Renea Bailey, ADM (cardholder)
Steve Eslin, ADM (cardholder)
Shawn Healy, ADM (cardholder)
Joanna Lilley, ADM (cardholder)
Bob Miller, ADM (cardholder)
Reggie Stansbury, ADM (cardholder)

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SUBJECT: U.S. GOVERNMENT PURCHASE CARD CHANGES FOR THE
DIVISION OF ADMINISTRATIVE SERVICES AND DIVISION OF
FACILITIES AND SECURITY

Please approve the following changes for the Division of Administrative Services and Division of Facilities and Security purchase card approving officials:

- Remove Dennis Tarner as the approving official for the purchase cards currently held by Pam Baer, Renea Bailey, Steve Eslin, Shawn Healy, Bob Miller, and Reggie Stansbury.
- Delegate Cynthia Marcy as the new approving official for the above cardholders. Ms. Marcy is currently the alternate approving official for these individuals.
- Remove James Heck as the approving official for the purchase card currently held by Joanna Lilley.
- Delegate Dennis Tarner as the new approving official for Ms. Lilley.

Please let us know if you have questions about this request.

cc: Betty Freeman, ADM
Pam Baer, ADM (cardholder)
Renea Bailey, ADM (cardholder)
Steve Eslin, ADM (cardholder)
Shawn Healy, ADM (cardholder)
Joanna Lilley, ADM (cardholder)
Bob Miller, ADM (cardholder)
Reggie Stansbury, ADM (cardholder)

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*See previous concurrence

OFFICE	ADM/DFS/SPPMB	ADM/DAS/ASC	ADM/DFS/FACB	ADM/DAS/DFS	ADM/DAS
NAME	D. Tarner*	C. Marcy*	J. Heck*	S. Stewart*	M. Flynn*
DATE	12/06/05	12/07/05	12/07/05	12/23/05	12/14/05

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XX SISP Review Complete _____ SISP Review Needed

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